

**MINUTES FOR  
PROJECT ENGINEERS MEETING  
Friday, May 31, 2002  
8:30 a.m. Conference Room 'C'**

- 1 CADD & PC Update..... Randy Bisette  
See handout from Randy. If you have anything you would like to change let him know.  
BSIPS – 9/27 complete, 9/30 – training. Microstation has been updated for IPLOT.  
Training 6/13 for new employees for basic Microstation in Structure Design. Projects that have been completed should be archived, see Randy if you have questions.
2. Branch Staff Meeting..... Ricky Keith
  - a. Len Hill – Budget Crisis  
Stress to your employees that we will get through this budget crisis. When funds become available Len's first priority will be getting the money for promotions that have only gotten 5% of their approved salary increase.
  - b. Debbie Barbour – Internet Usage  
Len wants to know who should have it, it may be too available. Any pornographic misuse on any level will result in dismissal; there will be no excuses. Personnel will determine what is deemed pornography. Debbie wants some feedback from the Unit Heads on this by May 24. How would you limit it? Do you need it for all your people?
  - c. Debbie Barbour – Safety  
Safety – security cameras have been installed. She has received some complaints about this. They are there for our safety.  
Fires – evacuation has been revamped, will begin fire drills again in the future.  
Report any “open flame” small or large even if in a garbage can. For now just follow existing procedures.
3. Travel Restrictions.....Greg Perfetti  
Refer to e-mail from Tippet. Travel should be limited to Mission Critical trips. In state travel – attend meetings as scheduled, limit overnight trips, limit number of people on overnight trips. No out-of-state travel.
4. Use of Letterhead.....Greg Perfetti  
Darlene and Violet will be sending out anything needing to be on letterhead.  
Correspondence should not be going out from squads or project groups.
5. Plan Review .....Greg Perfetti  
Foundation layout sketches – finding a lot of errors in these. Squad Leaders and Project Engineers should check these closely. Pay items, long chord layout and temporary access are other items that should be looked at closely.

6. Design Details..... Ricky Keith

Strand Patterns on prestressed concrete members  
For similar span lengths use the same strand pattern.

Plate thickness on steel girders

Look for odd thicknesses. Plates should use the same thickness when design requires something close. Try to limit the number of different plate thicknesses in the design.

Rails

Please direct any request for unusual bridge rails to Greg or me. Make appropriate comments in scoping meetings.

7. Let List Review..... Ricky Keith

Continue to provide comments on 12 & 13<sup>th</sup> month let lists. Please come see me if you have a project that you feel “might” need a schedule change request and let's discuss. If you are having problems getting information you need to complete your plans, let me know.

8. Summer Employees/Co-ops/Trainees..... Ricky Keith

Please make sure these people get the proper training they need. This includes both office and field trips. Make sure they have “meaningful” work to do. If you have someone who is not performing let me know. Their performance in either case should be reflected in their review.

9. Railroad Projects..... John Frye

See e-mail of 5/21. Please notify John or Paul Garret of Preconstruction Conference notices for railroad projects. They will forward this information to the railroad companies.

10. Project Group Issues ..... Open

Roy - Consultants did Roadway plans, rehab of structures was not included in the scope of work.

Allen - Division Projects, having problems getting roadway information that is adequate.

Bruce - Keith Paschal has been working on STAAD input for girder deflection.

Betsy – has had to scope a Design Build Project. Please continue to work on these until told to stop and keep them on schedule.

Neb – be careful that Roadway typical sections are correct at grade separation structures especially toe of slope and paved shoulder beneath structure.